

**Little Traverse Bay Bands of Odawa Indians**  
**Job Description**

**Job Title:** Wetland Specialist  
**Department:** Environmental Services  
**Reports To:** Director Environmental Services  
**FLSA Status:** Non exempt  
**Salary:** \$26,075 to \$35,278  
**Level:** 3

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**SUMMARY**

The Wetland Specialist is responsible for implementing all aspects of the Wetland Protection Program including monitoring and assessment, wetland management, and education outreach. In addition the Wetland Specialist will be responsible for implementing the Native Plants Initiative project.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

Wetland Protection

- Participate in local/regional/national wetland protection/environmental policy meetings
- Perform activities associated with the monitoring and assessment of selected wetland sites
- Review and comment on any state and federal permits as needed
- Develop/complete LTBB Wetland Management Plan
- Perform activities associated with the implementation of and compliance with the LTBB Wetland Protection Policy/Statute
- Perform activities associated with the Clean Water Act Section 404 permitting authority process
- Provide education/outreach to Tribal and non-tribal community regarding wetland protection and environmental issues/policies affecting Indian Country
- Develop or update Quality Assurance Project Plans for data collection as needed
- Organize/manage data into binders and/or appropriate database, and perform any required data analysis
- Perform all quality assurance measures/maintenance for procedures and equipment
- Attend any trainings /conferences that will increase knowledge and capability of the Wetland Specialist
- Report to the Environmental Protection Agency through quarterly reports, annual self assessment reports, Tribal technical/305(b) reports, and other required grant reports

Native Plant Initiative

- Complete a native plants initiative, with the following deliverables and schedule:
  - Research and document the habitat types, management recommendations, and protection opportunities for plants of significance to LTBB
  - Publish a technical bulletin summarizing recommendations that can be shared with Conservation Resource Alliance (CRA) staff and contractors in development of management plans in the future

- Conduct a brief training exercise for CRA and other partners likely to be developing management plans under the Wild Link program
- If applicable, work jointly with CRA to develop goals for protecting and managing critical habitats for the targeted plant communities
- Tasks for the native plants initiative will be completed, with documentation provided to CRA, by September 30, 2008

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **EDUCATION AND EXPERIENCE**

Must possess a Bachelor of Science Degree in Aquatic Botany, Botany, Wetland Ecology, Environmental Science, or related science field. Must be knowledgeable in various computer software. Knowledge of wetland plants and ecosystems desired.

### **LANGUAGE SKILLS**

Must be able to read common scientific and technical journals and be able to effectively present information. Must have legible handwriting.

### **MATHEMATICAL SKILLS**

Must have strong math and science capability. Knowledge of Statistics desired.

### **REASONING ABILITY**

Must be capable of learning empirical analysis and comprehension of symbolized information such as that found in formulas and graphs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid drivers license with a good driving record, reliable transportation, and be insurable.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

### **COMMENTS**

Native American Preference will apply